

## FLIGHT LINE ATTENDANT SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Effective Date</u>
2270(0513)	Flight Line Attendant I	06	004	6 mo.	09/30/87
2271(0513)	Flight Line Attendant II	06	004	6 mo.	12/06/95
2272(0513)	Chief Flight Line Attendant	06	004	6 mo.	12/06/95

### *Promotional Line: 123*

#### Series Narrative

Employees in this series perform and/or supervise the performance of duties incidental to the moving, parking, and servicing of aircraft, including washing and minor mechanical maintenance work.

#### DESCRIPTIONS OF LEVELS OF WORK

#### Level I: Flight Line Attendant I 2270(0513)

Employees at this level perform duties incidental to the moving, parking, and servicing of aircraft, including washing and minor mechanical work. They work under direct supervision from a designated supervisor(s).

A Flight Line Attendant I typically –

1. moves aircraft in and out of hangar
2. directs incoming aircraft to service pits
3. fuels gas tanks
4. cleans windshields
5. records and collects for gas and oil sales
6. aids transient aircraft flight line as assigned
7. does routine work on aircraft flight line as assigned
8. guards and protects airport, buildings, and aircraft
9. aids transient flyers
10. performs other related duties as assigned

#### Level II: Flight Line Attendant II 2271(0513)

Employees at this level perform and supervise others who perform duties incidental to the moving, parking, and servicing of aircraft, including washing and minor mechanical maintenance work. They work under general supervision from a designated supervisor(s).

A Flight Line Attendant II typically –

1. is in charge of a shift in the absence of a Chief Flight Line Attendant
2. assists in the training and supervision of Flight Line Attendant I's
3. moves aircraft in and out of hangar
4. directs incoming aircraft to service pits
5. fuels gas tanks
6. cleans windshields
7. records and collects for gas and oil
8. guards and protects airport, buildings, and aircraft
9. aids transient flyers
10. performs other related duties as assigned

### **Level III: Chief Flight Line Attendant**

**2272(0513)**

Employees at this level supervise the performance of duties incidental to the moving, parking, and servicing of aircraft, including washing and minor mechanical maintenance work. They work under general supervision from a designated supervisor(s).

A Chief Flight Line Attendant typically –

1. supervises, trains, and assists in schedule preparation for Flight Line Attendants
2. acts for the chief pilot in his absence in matters relating to line operations
3. assists Flight Line Attendants in performing such duties as moving aircraft in and out of hangar, directing incoming aircraft to service pits, fueling gas tanks, cleaning windshields, recording and collecting for gas and oil sales, aiding transient aircraft to tie-downs, doing routine work as assigned on aircraft flight lines, guarding and protecting airport, buildings, and aircraft, and aiding transient flyers
4. performs other related duties as assigned

### **MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:**

#### **Level I: Flight Line Attendant I**

**2270(0513)**

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. high school graduation or equivalent

## PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

none

**Level II: Flight Line Attendant II****2271(0513)**

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. high school graduation or equivalent
2. three years of experience comparable to a Flight Line Attendant I, one of which was at the airport to be served or two of which were at another airport of equal or greater size

## PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. supervisory ability

**Level III: Chief Flight Line Attendant****2272(0513)**

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. high school graduation or equivalent
2. two years of experience as a Flight Line Attendant II at the airport to be served

or

three years of experience comparable to a Flight Line Attendant II at another airport of equal or greater size

## PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. supervisory ability

Flight Line Attendant I.....	Edited
Flight Line Attendant II.....	Revised
Chief Flight Line Attendant.....	Revised